



•• A Quick Reference

Guide

TO DEBT ISSUANCE AND PUBLIC FUND INVESTMENT SEMINARS

California Debt and Investment Advisory Commission

October 2006





about the guide

This Quick Reference Guide (Guide) has been created by the California Debt and Investment Advisory Commission (CDIAC) to be utilized as a resource for local public officials and their staff in understanding the many seminars that CDIAC offers to assist local agencies in the areas of debt issuance and public fund investments. We encourage you to utilize this Guide when deciding which CDIAC seminars most meet your educational needs.

The “Debt Issuance” and “Public Fund Investment” seminars listed in this Guide are held either annually or semi-annually at locations throughout California. The seminars are designed to offer local agency officials and their staff topical and pertinent information relating to the processes involved with issuing bonds or investing public funds.

Additionally, several seminars have been presented that are noted as “Workshops.” These represent seminars CDIAC has conducted in the past, but are not held regularly as they are presented as a result of issues that exist in the public finance market at the time the seminar is held.

To assist in utilizing this Guide, a Table of Contents and Index have been included. The Table of Contents contains a listing of each of the titles of the various seminars offered by CDIAC, categorized by the type of seminar and the corresponding page number in this Guide for the seminar. The Index (see Pages 13 through 15) contains an alphabetical listing of debt and investment subject matter references and the corresponding page number for the respective seminars.

Each section of this Guide contains a description of seminar topics as well as the duration of the program; how often the seminar is held; and who might benefit from attending the seminar.

To learn more about the seminars referenced in this guide, please access the CDIAC website at www.treasurer.ca.gov/cdiac or contact CDIAC at the numbers listed on the back of this Guide.



A Quick Reference

Guide

TO DEBT ISSUANCE AND PUBLIC FUND INVESTMENT SEMINARS

California Debt and Investment Advisory Commission

October 2006







table of contents

Debt Issuance Seminars

- 2 Fundamentals of Debt Financing
- 3 The Mechanics of a Bond Sale
- 4 Living with an Issue: On-Going Debt Administration
- 5 Fundamentals of Land-Secured Financing
- 6 Understanding Municipal Securities Regulations
- 7 The ABC's of School Debt Financing

Public Fund Investment Seminars

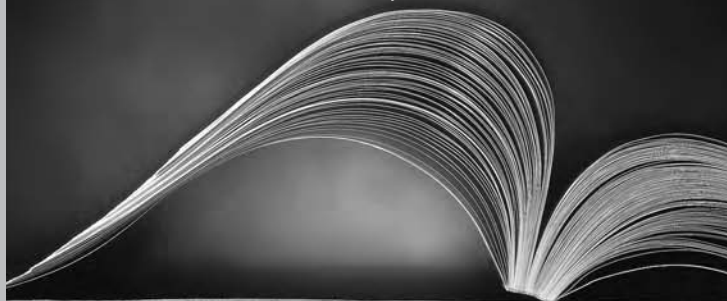
- 8 Investing Public Funds: Fundamentals of Managing Your Portfolio
- 9 Advanced Concepts and Practices for Investing Public Funds

Workshops

- 11 Debt & Investment Workshops
- 12 Tools to Revitalize California Communities Workshops
- 12 Topical Workshops at Various Association Annual Conferences

Indices

- 13 Debt Issuance Subject Matter Index
- 15 Public Fund Investment Subject Matter Index





**Who are the presenters?**

CDIAC seminars are facilitated by CDIAC staff and contain presentations by knowledgeable experts in the public finance market.

Presenters include local agency officials and private practitioners who are well-versed in bond issuance and public fund investment subject matters.

What is the format for the seminar?

Each seminar is divided into several sessions that are presented by one speaker or a panel of speakers. The seminar is held in a classroom setting with many of the presenters utilizing audio-visual tools to present their respective sessions. The seminar is also designed to be interactive by allowing attendees to ask questions of speakers during the various sessions and after seminar presentations.

How much does it cost?

Prices for the seminars vary according to the length of the seminar but generally range from \$125 - \$225. Included in the price of the seminar is a complimentary breakfast and/or lunch for all attendees as well as a seminar binder containing all of the presentations for the respective seminars.

How do I find out when the seminars are held?

To obtain a listing of current and future CDIAC seminars, read DEBT LINE or access CDIAC's website at: www.treasurer.ca.gov/cdiac

How do I register?

There are a variety of ways that you can receive a registration form for a seminar. CDIAC sends a seminar brochure, including a registration form, for each seminar to its seminar mailing list. In addition, CDIAC encourages participants to register on-line using VISA or Master Card, which would guarantee a space, unless a course is filled. Program brochures are also posted on CDIAC's website at: www.treasurer.ca.gov/cdiac



Fundamentals of Debt Financing

Course Level:

1st in a series of three debt issuance seminars; basic concepts

Duration of Course:

One and ½ days

How Often This Seminar is Held:

Annually

Who Should Attend:

Any public official or their staff new to the field of municipal debt issuance as well as those needing to update their understanding of the fundamentals for issuing municipal bonds. Past attendees have included: treasurers; finance/investment officers; finance analysts and managers; accountants; auditor/controllers; and attorneys.

Description of Course:

This seminar is an introduction to the concepts of debt issuance by local agencies. Topics covered in this course include:

- Introduction to bond math
- Municipal bond professionals and their roles (financial advisor, underwriter, bond counsel, and trustee)
- Issuer's roles and responsibilities in the debt financing process
- Types of short- and long-term financings (tax and revenue anticipation notes, commercial paper, general obligation bonds, revenue bonds, certificates of participation, and variable rate bonds)
- Credit considerations
- Understanding disclosure
- Fundamentals of a bond sale



The Mechanics of a Bond Sale

Course Level:

2nd in a series of three debt issuance seminars; covers debt issuance processes

Duration of Course:

One and ½ days

How Often This Seminar is Held:

Annually

Who Should Attend:

Any public official or their staff currently working in the field of municipal debt issuance as well as those needing to update their understanding of the process for issuing municipal bonds. As this intermediate course puts to use the terms and concepts explained in the introductory course, it is desirable that participants have attended the introductory course or have practical experience in bond issuance prior to attending this basic seminar. Past attendees have included: treasurers; finance/investment officers; and finance analysts.

Description of Course:

This seminar is the second course involving the process of debt issuance by local agencies. Topics covered in this course include:

- Developing a debt management policy
- Developing a Request For Proposal (RFP) and working with a financing team
- Structuring the financing
- Approaches to credit enhancement
- The legal documents
- Marketing and pricing an issue
- Preparing for bond closing
- Bond accounting



Living with an Issue: On-Going Debt Administration

Course Level:

3rd in a series of three debt issuance seminars; intermediate processes and concepts

Duration of Course:

One and ½ days

How Often This Seminar is Held:

Annually

Who Should Attend:

Any public official or their staff currently working in the field of municipal debt issuance. This debt seminar is designed to provide information regarding the more challenging aspects of debt finance that come across in issuing and managing debt programs. Past attendees have included: treasurers; finance/investment officers; finance analysts and managers; accountants; auditor/controllers; and attorneys.

Description of Course:

This seminar presents more challenging topics in the area of local government debt issuance. Topics covered in this course include:

- Considerations before the closing
- The role and responsibilities of an issuer and trustee
- Investing bond proceeds
- Refunding considerations
- Arbitrage and rebate process/compliance
- Introduction to variable rate financing and swaps
- Advanced on-going responsibilities for variable rate financing and swaps



Fundamentals of Land-Secured Financing

Course Level:

Introductory course in land-secured financing

Duration of Course:

One day

How Often This Seminar is Held:

Every 12 to 18 months

Who Should Attend:

The program is designed for local government officials and other professionals seeking to utilize land-secured public financing for either capital facilities or services or both. Past attendees have included: treasurers; city managers; finance/investment officers; finance analysts and managers; accountants; city engineers; city planners; developers; financial advisors; and attorneys.

Description of Course:

This seminar presents fundamental topics in the area of land-secured public debt issuance. Topics covered in this course include:

- Basic structure of assessment and community facilities districts
- Pre-formation considerations
- District formation process
- Project implementation
- Bond issuance
- Administration of liens and bonds



Understanding Municipal Securities Regulations

Course Level:

Core program for understanding Securities and Exchange Commission (SEC) rules and regulations

Duration of Course:

One day

How Often This Seminar is Held:

Bi-annually

Who Should Attend:

Any *public* official or their staff currently working in the area of debt issuance or those wishing to obtain a rudimentary knowledge of disclosure. Past attendees have included: auditor/ controllers; finance/investment officers; accountants; attorneys; and finance analysts and managers.

Description of Course:

This seminar focuses on the requirements for disclosing municipal securities information to the market. Topics covered in this course include:

- SEC disclosure regulations
- Roles and responsibilities of local officials, financing team members, and obligated persons in the disclosure process
- Steps for preparing and disseminating initial and continuing disclosure
- Costs of disclosure administration
- Current topics in disclosure
- Case studies



The ABC's of School Debt Financing

Course Level:

Introductory course in school debt issuance

Duration of Course:

One day

How Often This Seminar is Held:

Annually

Who Should Attend:

This seminar is provided to primarily the California Association of School Business Officials (CASBO) members, non-members, and interested parties.

Description of Course:

This seminar presents fundamental topics in school debt financing. Topics covered in this course include:

- Sources of school financing considerations
- The basics of school debt issuance
- Basic school financing techniques
- On-going administration matters



Investing Public Funds: Fundamentals of Managing Your Portfolio

Course Level:

1st in a series of two investment seminars; introductory

Duration of Course:

One and ½ days

How Often This Seminar is Held:

Every 12 to 18 months

Who Should Attend:

Any *public* official or their staff new to the process of investing public funds or looking to update their working knowledge of the terms and concepts involved with public investments. Past attendees have included: treasurers; finance/investment officers; executive officers or members of an oversight board or legislative body; accountants; and auditor/controllers.

Description of Course:

This seminar provides public officials and their staff with relevant information about the fiduciary obligations, as well as oversight responsibilities, for the investment of public funds. Topics covered in this course include:

- Understanding the responsibilities of public fund investment
- Investment concept fundamentals
- Role of investment advisors and broker/dealers
- Cash flow analysis in portfolio management and investing idle cash
- Investing bond proceeds in California
- Day-to-day portfolio management
- Using benchmarks to manage a portfolio



Advanced Concepts and Practices for Investing Public Funds

Course Level:

2nd in a series of two investment seminars; more advanced

Duration of Course:

One and ½ days

How Often This Seminar is Held:

Every 12 to 18 months

Who Should Attend:

Any *public* official or their staff currently involved in the investment of public funds. This program is designed to offer local public officials a more advanced, in-depth coverage of topics concerning the investment of public funds. Past attendees have included: treasurers; finance/investment officers; finance analysts and managers; accountants; auditor/controllers; and attorneys.

Description of Course:

This seminar presents more advanced topics in the area of investing public funds. Topics covered in this course include:

- Investment economics
- Advanced key investment considerations: risk & duration
- Management of operating funds and bond proceeds
- Selecting the best investment products for your portfolio's goals
- Conducting your transactions
- Establishing benchmarks to improve investment management
- Rebalancing your portfolio: case study approach



The following is a listing of various workshops that have been held in the recent past. Some consist of topical issues that were prevalent at the time the seminar was held and some are hands-on workshops that expose participants to the technical skills required in the public finance arena. This list is presented to the readers of the Guide as an example of CDIAC's ongoing mission to provide educational as well as topical seminars for those in the public finance market. These workshops are offered based on market demand.

Debt Workshops

- Understanding Interest Rate Swaps: Case Study Approach (June 2002)
- Variable Rate Financing and Interest Rate Swaps for Municipal Finance Issuers (May 2005)
- Current Practices in Assessing and Using Developer Impact Fees (May 2006)
- Dynamics of Marketing and Pricing Bonds (June 2006)

Investment Workshops

- Strategies for Public Fund Investment During Difficult Times (June 2004)
- Advanced Investment Portfolio Decision-Making Workshop—A Hands-On Exercise Using Bloomberg Terminals (October 2005)
- Cash Flow Forecasting Workshop (September 2006)



Tools to Revitalize California Communities Workshops

- 1st Annual Tools to Revitalize California Communities Program (September 25, 2002)
- 2nd Annual Tools to Revitalize California Communities Program (October 17, 2003)
- 3rd Annual Tools to Revitalize California Communities Program (July 23, 2004)
- 4th Annual Tools to Revitalize California Communities Program at the UCLA 2nd Annual Smart Growth Conference (May 18, 2005)

Topical Workshops at Various Association Annual Conferences

- CDIAC at California Association of School Business Officials Annual Conference: Debt Issuance and On-going Administration (April 22, 2003)
- CDIAC at Bond Buyer Pre-conference Program: Derivatives (September 22, 2003)
- CDIAC at Bond Buyer Pre-conference Program: Pension Obligation Bonds (September 12, 2004)
- CDIAC at California Society of Municipal Finance Officers Annual Conference: Auction Rate Securites and Finding Value in Public Portfolios in Current Times (February 24, 2005)
- CDIAC at Bond Buyer Pre-conference Program: Asset/Liability Matching and Primary Strategies (September 21, 2005)
- CDIAC at California Society of Municipal Finance Officers Annual Conference: Callable Securities and Community Facilities District Financing for Infrastructure and Services (February 23-24, 2006)
- CDIAC at Bond Buyer Pre-conference Program: Revealing OPEB's in Your Financials (September 25, 2006)

Debt Issuance Subject Matter Index



13

SUBJECT	PAGE								
	2	3	4	5	6	7	8	9	
Administration of liens and bonds for land-secured financings				X					
Advanced on-going responsibilities for variable rate financings and swaps			X						
Arbitrage and rebate process/compliance		X	X						
Basic of school debt issuance financing						X			
Basic structure of assessment and community facilities districts				X					
Bond accounting		X							
Bond issuance for land-secured financings				X					
Bond math	X								
Case studies on understanding municipal securities regulations					X				
Considerations and preparations before the bond closes		X	X						
Cost of disclosure administration					X				
Continuing disclosure and compliance			X		X				
Credit enhancement and considerations	X	X							
Current topics in disclosure					X				
Debt management policy		X							
District formation process				X					
Financing public improvements using impact fees								X	
Fundamentals of a bond sale	X								
Impact fee programs								X	
Initial and continuing disclosure	X				X				
Investing bond proceeds			X				X		
Issuer's roles and responsibilities in the debt financing process	X								
Legal aspects of impact fee programs								X	
Legal documents		X							



SUBJECT	PAGE									
	2	3	4	5	6	7	8	9	11	
Marketing and pricing an issue		X							X	
Mechanics of a bond sale		X								
Municipal bond professionals and their roles	X									
On-going administration matters for school debt financing						X				
Pre-formation considerations for land-secured financings				X						
Project implementation				X						
Refunding considerations			X							
Request for proposal process		X								
Role and responsibilities of issuer and trustee after the bond closes			X							
Roles and responsibilities of local officials, financing team members, and obligated persons in the disclosure process					X					
SEC disclosure regulations					X					
Sources of school financing considerations						X				
Steps for preparing and disseminating initial and continuing disclosure	X				X					
Structuring the financing		X								
Types of short- and long-term financings	X									
Variable rate - Introduction			X					X		
Swaps - Introduction			X					X		



SUBJECT	PAGE		
	4	8	9
Advanced key investment considerations: risk & duration			X
Cash flow analysis in portfolio management and investing idle cash		X	
Conducting your transactions			X
Day-to-day portfolio management		X	
Establishing benchmarks			X
Investment concept fundamentals		X	
Investment economics			X
Investment of bond proceeds	X	X	
Management of operating funds and bond proceeds			X
Rebalancing your portfolio			X
Role of investment advisors and broker/dealers		X	
Selecting the best investment products for your portfolio's goals			X
Understanding benchmarks		X	X
Understanding the responsibilities of public fund investment		X	

about CDIAC

The California Debt and Investment Advisory Commission (CDIAC) provides information, education and technical assistance on public debt and investments to public agencies and other public finance professionals. Created in 1981, the California Debt Advisory Commission was established as the State's clearinghouse for public debt issuance information and required to assist state and local agencies with the monitoring, issuance, and management of public debt. The Commission's mission was expanded in 1996 to cover public investments. Among its duties, the Commission:

- Serves as the state's statistical clearing house for public debt information.
- Publishes a monthly newsletter, entitled DEBT LINE on public debt and investment.
- Maintains contact with participants in the municipal finance industry to improve the market for state and local government debt issues.
- Provides technical assistance to state and local governments to reduce issuance costs and protect the issuers' credit.
- Undertakes or commissions studies on methods to reduce issuance costs and improve credit ratings.
- Recommends legislative changes to improve the sale and payment of debt.
- Collects specific financing information on debt issued through Mello-Roos Community Facilities Districts or as a member of a Marks-Roos Bond Pool; and collects reports of draw on reserves or defaults from Mello-Roos Community Facilities Districts and Marks-Roos bonds pools from public financing agencies.
- Develops a continuing education program aimed at state and local officials who have direct or supervisory responsibility for the investment of public funds and the issuance of public debt.
- Collects from cities and counties 2nd and 4th quarter investment reports as well as annual investment policies to further CDIAC's educational responsibilities.
- Receives notices of public hearings and copies of resolutions adopted by a Joint Powers Authority for certain bonds authorized pursuant to Marks-Roos Local Bond Pooling Act of 1985.





information ●●



To learn more about the dates and details of the seminars discussed in this guide please contact cdiac at:

California Debt And Investment Advisory Commission

915 Capitol Mall, Room 400
Sacramento, Ca 95814

916.653.3269

916.654.7440 (fax)

e-mail Address:

cdiaceducation@treasurer.ca.gov

CDIAC's Website:

www.treasurer.ca.gov/cdiac